DOCUMENT RESUME

ED 167 075 IR 006 735

AUTHOR Tressider, Mary
TITLE Collection Development Policy for the John Vaughan Library/Learning Resources Center of Northeastern Oklahoma State University.
PUB DATE 18 Oct 78
NOTE 71p.; Parts may be marginally legible due to light print

EDRS PRICE MF-$0.83 HC-$3.50 Plus Postage.
DESCRIPTORS Information Needs; Intellectual Disciplines; *Library Collections; *Policy; *University Libraries
IDENTIFIERS *Collecting Levels

ABSTRACT

Presenting the long range development plan of the University's library collections, this policy statement identifies subjects of collecting interest and indicates appropriate collecting levels necessary to support those subjects. The major subject areas, arranged by academic divisions, include arts and letters; natural science and mathematics; social sciences; education and psychology; health, physical education, and safety; business; practical arts; and special collections and records management department. For each topic in the subject area, a policy statement provides (1) a statement of purpose which enumerates both academic programs in the subject and known areas of interest and study; (2) general collecting guidelines which define such considerations as languages, chronological and geographical emphases or restrictions, treatment of subject, types of materials, and dates of publication; and (3) the observations and qualifications by subject subdivisions for which collecting levels are recommended. (Author/JD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED167075

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

COLLECTION DEVELOPMENT POLICY

for the

JOHN VAUGHAN LIBRARY/LEARNING RESOURCES CENTER

of

NORTHEASTERN OKLAHOMA STATE UNIVERSITY

by

Mary Tressider, A.M.L.S.

University Bibliographer

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Mary Tressider

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

October 18, 1978

IR006735

TABLE OF CONTENTS

GENERAL INTRODUCTION

Purpose
Procedure
General Collection Principles
Collecting Levels

POLICY STATEMENTS

Arts and Letters
- Art
- English
- Foreign Languages
- Humanities
- Journalism
- Music
- Philosophy
- Speech

Natural Science and Mathematics
- Biological Sciences (includes Botany and Zoology)
- Chemistry
- Geology
- Mathematics
- Physics
- Science

Social Sciences
- Criminal Justice
- Geography
- History
- Political Science
- Social Science
- Sociology

Education and Psychology
- Education
- Junior College Education
- Language (Cherokee)
- Psychology
- Reading
- Special Education
- Library Science
- Children's and Young People's Literature
- Curriculum Materials Collection

Health, Physical Education and Safety
- Health, Physical Education and Recreation
- Safety Education

Business
- Accounting
- Business Administration (includes Computer Science, Business Law, Finance, Management and Marketing)
- Business Education and Secretarial Science
- Economics

Practical Arts
Home Economics
Industrial Arts

Special Collections and Records Management Department

GENERAL INTRODUCTION

Purpose: This Collection Development Policy of Northeastern Oklahoma State University is a written guide intended to provide a plan for the long range development of the collection throughout the John Vaughan Library/Learning Resources Center. It is a plan related to specific teaching and research needs as revealed in the curricula and in faculty and student interests.

Here the subjects of collecting interest are identified in detail and attempts made to indicate appropriate collecting levels to support these subjects. It is specific enough to guide continuing materials selection and to assist in gift acceptance and may also provide guidance in duplication.

The Policy reflects the realization of the responsibility to meet the information needs of the University's faculty and students. This was accomplished by a study of the University Catalog and of the present holdings and the identification of relative strengths and weaknesses in the collection. The Policy is subject to revision by the Faculty Library Committee and the professional library staff, as University needs and objectives change.

Procedure: The individual policy statements deal with subjects collected to support the different areas of study in the University.

Each statement includes: (1) a statement of purpose which enumerates both academic programs in the subject and known areas of interest and study in it; (2) a statement of general collecting guidelines which define such considerations as languages, chronological and geographical emphases or restictions, treatment of subject, types of materials and dates of publications; and (3) the observations and qualifications by subject subdivisions in which collecting levels are recommended.

The approach of the Policy has been basically by subject, arranged by academic divisions. The subject approach sometimes means that not all the topics of concern to a particular department may be found in one subject statement, although by careful study of the University Catalog an effort has been made to include them, even when it has meant some duplication.

General Collection Principles:

Emphasis is on current acquisitions since it is wiser to obtain books and journals at current prices when they are readily available. Search procedures in the out-of-print market are expensive and the price of out-of-print materials often very high.

Emphasis is generally on the text, not on the edition or format. In most cases, commercial reprints, xerographic copies and microforms are just as satisfactory and less expensive than the original edition.

When theses or dissertations are purchased, microforms will generally be preferred, except when intensive use such as class reading assignments are anticipated, making xerographic copy more convenient.

Periodical backfiles in microform will be given preference over reprints or original edition, although short gaps in a set or serial may occasionally be filled better by the hard copy.

lecting Levels:

Minimal level: Indicates that only highly selective acquisitions, usually of materials either for reference use, general interest, or for the support of very specific research needs will be made.

Undergraduate level: Indicates that standard works and selected current works, mostly in the English language, will be acquired to support undergraduate instruction. This will include reference works presenting a survey of the current knowledge of the subject in broad outline, as well as files of basic journals. Retrospective purchasing is usually restricted to standard works.

Research level: Indicates that acquisition will be as broad as possible in the significant current primary and secondary sources relevant to advanced research in the field (subject to the restrictions specified in the subject statement, e.g., language). Allows for selective programs of retrospective purchasing.

Comprehensive level: Indicates that all currently-published relevant material will be acquired (subject to the restrictions specified in the subject statement). Allows for extensive programs of retrospective purchasing and searching for items to fill gaps in the collection.

Exhaustive level: Indicates that an attempt will be made to acquire all relevant published materials in most editons and translations; manuscripts and other supporting non-book materials are acquired extensively as the budget permits. This is the level appropriate for maintenance of the Special Collections.

ART

Purpose: To support teaching and research largely on the undergraduate level with a strong major in Art. While concern for art-related materials is centered in the Art Department, faculty and students in various other University departments or programs also have specific interests in one or more areas of Art.

General Collection Guidelines:

a. Languages: English will be the primary language of the collection, with books originally published in other languages to be purchased in the English translation. Books published in other languages will be purchased very selectively and only when important material is not otherwise available.

b. Chronological Guidelines: No limitations. Art history courses deal with all periods of art; no one historical period is emphasized. The study of art ranges from the earliest cave paintings to the latest "ism".

c. Geographical Guidelines: No limitations. While art of the Americas and Europe are emphasized, no geographical area is excluded.

d. Treatment of Subject: Although scholarly treatments of a subject are emphasized, there is some variation in what is needed. Some "how-to" books are purchased, including techniques for all media and materials. Anatomy books are acquired very selectively.

e. Types of Materials: Materials will be acquired in the form of books, periodicals, and film. These will include, in addition to monograph and serial publications, both general and subject encyclopedias, dictionaries, atlases and directories; museum and gallery guides and reports; exhibition catalogs from museums, galleries or private collections; and appropriate audio-visual material such as slides, films, filmstrips, etc. Original works of art are excluded.

f. Date of Publication: It is expected that more current than retrospective material will be acquired, but retrospective buying is important in art, and will still receive some emphasis. The literature of art history, which includes publications from many countries during many centuries, is vast; few items are ever really outdated; and numerous gaps exist in the collection. Only in advertising art and photography are current works more important than earlier books, and even in these fields, some older material is needed for historical background.

In the case of non-current publications, there will ordinarily be preference given to original editions as opposed to all but the best reprints. Microform reproductions of books and periodicals will be acquired when the publication is either unavailable or prohibitively expensive.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Art Appreciation and History of Art	2
Media: Includes drawing, painting, sculpture, serigraphy and print making.	2
Crafts: Includes jewelry design and making, and ceramics. Some metalwork is to be found in Industrial Arts.	2
Art Education: Modern trends and philosophies in art education. Study of the function of art in elementary and secondary schools, curricula in art education; experimentation in different media.	2

ENGLISH

Purpose: To support teaching and research through the Master's level, primarily in English and American literature, but,also, in other literatures translated into the English language, and in the history of ideas, criticism, bibliography, linguistics and grammar. Collection support here is in the acquisition of criticism and of major literary works to serve as models and objects of study, slso the study of syntax, semantics, phonetics and phonology. Folklore is an important part of this area, too.

General Collection Guidelines:

a. Languages: English will be the primary language, but material from other languages will be widely acquired in English translation.

b. Chronological Guidelines: All literatures are studied from their beginnings to the present time; emphasis on specific periods may vary. Materials describing and exemplifying the various periods of development of the English language will be collected. American folklore from all periods will be collected.

c. Geographical Guidelines: The primary study is literatures from the English-speaking countries, particularly the United States and Great Britain. Of secondary importance is the study of literature from other languages and other parts of the world. Emphasis in linguistics is in English usage. Emphasis in folklore is in folklore of different cultures in the United States, particularly that of the American Indian.

d. Treatment of Subjects: Historical and critical treatment of literature considered will be purchased at the same level as the literature itself. Biographies of major writers, critics and bibliographers will be sought. Bibliographies will be acquired. Stylistic handbooks will be acquired selectively as will guides to the marketing of literary production,. Rhetoric handbooks intended for undergraduate instruction will not be purchased.
Anthologies and readers will be acquired only when they do not repeat material already in the collection. Popular treatments of literary subjects will be acquired very selectively. Creative works which are popular in the sense of being widely read and circulated will be acquired on a broad basis, with variations as dictated by geographical or chronological considerations.
American folklore will be sought, the only exception being juvenilia which is collected on a selctive basis for the Children's and Young People's Literature collection.

e. Types of Materials: Monographs and periodicals form the nucleus for the collection, although bibliographies, handbooks and dictionaries are broadly acquired, as are the publications of such specialized organizations as learned societies. All bibliographies and concordances of individual writers of importance will be acquired.

f. Date of Publication: Books published during any period will be acquired, but those published prior to the twentieth century will be very selectively acquired. It is seldom important to have the original edition; a reprint or microform reproduction will be preferred when less expensive than the original edition. Journals will be acquired in the original, reprint or microform as convenient. Retrospective purchasing is comparatively limited.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Literature of the United States:	
Colonial and Formative Period (1606-1820)	2
1820-1920: Emphasis on Transcendentalist movement and on fiction, especially Melville and Twain; development of modernist poetry.	2
1920-Present: Emphasis on Faulkner, Hemingway, and Fitzgerald; criticism of their works may need further development. Also emphasis on poetry of the period.	2
Literature of Great Britain:	
Anglo-Saxon period (ca. 600-1100):	2
Middle English (1100-1500): Emphasis on Chaucer	1
Renaissance to Restoration (1550-1660): Emphasis on poetry and drama	2
Restoration to Romantic Revival (1660-1800):	2
Nineteenth Century (1800-1900): Emphasis on Romantic movement, the novel, prose, writers .	2
Twentieth Century (1900-Present): Includes modernist poetry , fiction and other types of literature of this century.	2
Other English-Speaking Peoples (1770-Present): Poetry, fiction, drama and other types of literature.	1
Folklore: (content including tales, magic and superstitions, recurring motifs, etc.)	
North American folklore: Includes that of the American Indian, Black folklore and that of other Americans.	2
Linguistics: (English language and usage)	
History of the English language.	2
English usage and grammar.	1
Teaching of grammarand composition in the schools.	2

FOREIGN LANGUAGES

Purpose: To support study and teaching through the undergraduate level in foreign languages, e.g., French, German and Spanish.

General Collection Guidelines:

a. Languages: The language being studied and English will be the languages of collection. Works concerning the subject, but which are published in yet another language will be purchased only in English translation.

b. Chronological Guidelines: Primary emphasis is on the twentieth century, although some literature from the eighteenth and nineteenth centuries may be useful.

c. Geographical Guidelines: There is emphasis on the area from which the language originates, e.g., France when French is being studied, etc.

d. Treatment of Subject: Popular level materials and college level textbooks on the language will be collected selectively. Anthologies and readers of the literature will be collected selectively. Important creative works from the literature will be collected very selectively; English translations of important works will be collected selectively.

e. Types of Materials: Most material acquired will be in the form of books and periodicals. Handbooks, dictionaries (including bi-lingual), and encyclopedias will be acquired selectively. Proceedings of societies concerned with the study of modern languages will be collected. Audio tapes of readings in the language being studied will be acquired selectively.

f. Date of Publication: Emphasis will be on the acquisition of current publications. In the acquisition of out-of-print materials, the choice between original edition and reprint will made on the basis of availability and price.

Observations and Qualifications by Subject Subdivision:	Collecting Level
French:	
Grammar, Composition and Conversation: College level textbooks and easy readings are collected.	1
Literature: Representative literature, including short stories, poetry, drama and the novel, is collected.	1
Methods in Teaching of French: Problems and methods in teaching the language in elementary and secondary school.	2

German:

Grammar, Composition and Conversation: College level textbooks and easy readings are collected. 1

Literature: Representative literature, including short stories, poetry, drama and the novel, are studied. 1

Methods in Teaching German: Problems and methods in teaching the language in elementary and secondary school. 2

Spanish:

Grammar, Composition and Conversation: College level textbooks and easy readings are collected. 1

Literature: Representative literature, including short stories, poetry, drama and the novel, are studied. 1

Methods in Teaching Spanish: Problems and methods in teaching the language in elementary and secondary school. 2

HUMANITIES

Purpose: To support teaching and study through the undergraduate level of humanities. While concern for this field is centered in the Humanities Department, faculty and students in such other university departments as Art, English, Music, and Philosophy, are interested in this material.

General Collection Guidelines:

a. Language: English will be the language of collection. Materials originally published in other languages will be purchased only in English translation.

b. Chronological Guidelines: No limitations.

c. Geographical Guidelines: While there are no geographical distinctions to be drawn within the subject matter of humanities, here there is more interest in the traditional humanities of Western civilization than in other, and this will affect collection of material.

d. Treatment of Subject: Popular level materials and college-level textbooks will be collected selectively.

e. Types of Material: Most material acquired will be in the form of books and periodicals. Bibliographies, handbooks, encyclopedias and dictionaries are broadly acquire, as are the publications of learned societies. Microform reproductions and photocopies of materials will be acquired when the original publication or reprint thereof, is either inavailable or more expensive.

f. Date of Publication: More current books will be acquired than will retrospective, but, since few items become outdated, retrospective acquisitions will be important. No preference will ordinarily be given to original editions over reprint.

Observations and Qualifications by Subject Subdivision:	Collecting Level
General Humanities: Study of significant ideas of Western civilization as manifest in art, literature, music, and philosophy.	2
Humanities of Special Areas: Studies of the significant ideas of Western art, of Western literature, of Western music and of Western philosophy.	2

JOURNALISM

Purpose: To support undergraduate study and teaching in the field of Journalism. In addition to the interests of faculty and students of journalism, there arevarious aspects of the subject that are of direct relevance to other programs of study: the history of journalism in a given country is often of great importance to cultural historians; students of radio and television broadcasting have obvious interests in the subject, and political scientists are interested in such related topics as media law and the impact of journalism on political processes.

General Collection Guidelines:

a. Languages: English will be the language of collection. Works published in other languages will be purchased only in English translation.

b. Chronological Guidelines: Primary emphasis is on the twentieth century.

c. Geographical Guidelines: Emphasis is on journalism in the United States, with materials on other countries to be collected selectively.

d. Treatment of Subject: Textbooks and popular materials are sometimes of importance and will be collected selectively, as will collections of the writings of journalists and works on the techniques of journalism. Scholarly studies of the history of journalism (including biographies of major figures) will be extensively acquired. While materials treating such legal issues as censorship and government regulation of journalism will be extensively collected, legal statutes will not ordinarily be acquired.

e. Types of Materials: Books and periodicals will be the most common acquisitions, but microforms will be considered in the purchase of out-of-print materials.

f. Date of Publication: Emphasis will be on the acquisition of current publications, but there will be limited retrospective purchasing to fill in gaps and to acquire standard works. In the acquisition of out-of-print works, the choice between original editions, reprints and microforms will be made on the basis of availability and price.

Observations and Qualifications by Subject Subdivision:	Collecti Level
History, Criticism and Interpretation of Journalism: Emphasis is on the development of mass communications in America, including the social, economic and political factors, as well as the interpretation of the motives of news writing, the various functions of journalism in the United States and personalities of journalism.	2
Reporting and Journalistic Writing: News reporting, feature writing, etc.	2
Editing: Includes layout and newspaper graphics.	2
Photography: Fundamentals of pictorial composition, techniques of photography, and photojournalism.	2
Media Law and Ethics: Newspaper law, rights of privacy and libel.	2
Public Relations: Clarification of the relationship between publicity and public relations.	2
School Publicity: School publications and public relations, problems of the school paper.	2

Purpose: To support teaching and study through the undergraduate level in music. While concern for music-related materials is centered in the Music Department, faculty and students in various other University departments also have interests in one or more areas of Music.

General Collection Guidelines:

a. Languages: English is the language preferred. Publications in other languages will be acquired when needed. When a publication consists mainly of musical notations, language is relatively unimportant.

b. Chronological Guidelines: From antiquity to the present, but emphasis is on the eighteenth, nineteenth and twentieth centuries.

c. Geographical Guidelines: No restrictions, but emphasis is on the Western tradition.

d. Treatment of Subject: Biographies are collected widely with scholarly treatments preferred, but popular treatments acceptable. Textbooks are generally not collected, although exceptions are made in theory and analysis and in applied music. The latter also requires materials on techniques and methods. Research methodology is of interest in ethnomusicology and historical musicology.

e. Types of Materials: Serials, monographs, sound recordings and scores, (including anthologies and "monument" editions of early music) form the bulk of the collection. Among the books, standard reference works, including musical encyclopedias, dictionaries, bibliographies, etc., are widely collected, as are thematic catalogs, iconographies, discographies, proceedings of congresses and symposia and Festschriften. Manuscripts, including letters and other documents and dissertations will rarely be purchased in any form. Facsimile reproductions of manuscripts, composers' sketches, etc., will be purchased very selectively.

f. Other General Considerations: General guidelines for collecting scores are included below and are, also, somewhat expanded in a separate listing at the end of the statement.

Observations and Qualifications by Subject Subdivision:	Collecting Level
History and Literature of Music: Surveys of the development of music from early times to the present are acquired, including scholarly studies of representative masterworks from all periods with attention to characteristic styles and related activities. Concentration is on both vocal and instrumental forms. Textbooks will be acquired very selectively.	2
Harmony, Form and Analysis: Textbooks at all levels, as well as monographs dealing with aspects of the subject should be acquired selectively.	2
Music Composition: Emphasis is on techniques of composition. Purchase textbooks at all levels, with stress on current imprints.	2

Conducting: Includes some textbooks; emphasize modern practice and current imprints. 2

Instrumental and Vocal Techniques and Methods (for both individual and class instruction): Purchase important historical treatments, but emphasize modern practices. Stress is on textbooks and manuals. 2

Band Pageantry: Acquire material on developing the marching band, including instructions for drill and formation. Textbooks and manuals are important. 2

Music Methods: Problems and methods of teaching music in the elementary and secondary schools. 2

Science of Music: Studies in musical acoustics, sound equipment and electronic musical tools, fundamental instrumental and vocal principles, etc. 2

Musical Scores: Guidelines for the acquisition of musical scores are here broadly delineated by chronological period: 2

General:

Buy all collected and/or complete works of composers. In order to protect these sets, acquire for circulation miniature and study scores for all major works.

Buy individual works by reputable composers.

Buy study scores of standard chamber works as resources for applied music.

Multiple copies and selected different editions of works in the above categories are often desirable and necessary.

Buy important folk music collections and scores of non-Western music as requested.

Up to 1650:

Buy all anthologies and "monument" editions of early music.

Avoid buying simplifications or arrangements of early music.

After 1650:

Buy miniature scores when available; otherwise, large scores.

For oratorios, operas, operettas and important musicals, acquire piano-vocal scores as first priority and full or miniature scores as a second priority. Both types are desirable, if possible; but major works, full or miniature scores are essential.

PHILOSOPHY

Purpose: To support teaching and study through the undergraduate level of philosophy. While concern for this field is centered in the Philosophy Department, faculty and students in various other university departments also have specific interests in one or more areas, as for instance, students of education are interested in the philosophy of education.

General Collection Guidelines:

a. Language: English will be the language of the collection. Materials originally published in other languages will be purchased only in the English translation.

b. Chronological Guidelines: No limitations. Materials relevant to the study of the progression of philosophic thought from its ancient beginnings to the present will be collected.

c. Geographical Guidelines: While there are no geographical distinctions to be drawn within the subject-matter of philosophy, there are various schools and traditions that are of differing interest to students in this institution. Works of Western philosophers will be collected more extensively than those of non-Western philosophers.

d. Treatment of Subject: Biographies of philosophers will be collected selectively. History of philosophy, including the history of philosophic concepts and historical studies of the various subdivisions of the field itself, will be collected selectively.

e. Types of Material: Most materials acquired will be in the form of monographs and periodicals. Encyclopedias and dictionaries of philosophy, reports of philosophical institutes, proceedings of philosophical congresses and conferences, directories of philosopher, indexes and abstracts, and bibliographies will be purchased selectively. Microforms reproductions and photocopies of materials will be acquired when the original publication or reprint thereof is either unavilable or more expensive.

f. Date of Publication: More current books will be acquired than will retrospective, but, since few items ever really become outdated, retrospective acquisitions will be important. In the case of non-current publications, no preference will ordinarily be given to original editions.

g. Other General Considerations: Because of their historical relationship to various philosophical traditions, a number of disciplines will be interested in philosophical publications. In addition to education, these include government, sociology, psychology, and physics.

Observations and Qualifications by Subject Subdivision:	Collecting Level
History of Philosophy (including ancient, medieval, renaissance and modern): Survey of major philosophers and schools, traditions and concepts in Western philosophy.	2
Logic: Principles of formal and symbolic reasoning as related to value and knowledge. Textbooks will be collected.	2
Value Theory: Investigation of fundamental principles underlying ability to make meaningful judgments about truth, beauty, etc.	2

SPEECH

Purpose: To support study and teaching through the undergraduate level in speech and drama and to provide material on applied aspects of play production, forensics and listening comprehension.

General Collection Guidelines:

a. Languages: English will be the language of the collection. Materials originally published in other languages will be purchased in only the English translation.

b. Chronological Guidelines: Although most acquisitions will be materials of a current nature, there will be selective acquisition of historical studies of drama and stagecraft and of historical materials in areas of speech.

c. Geographical Guidelines: For most areas in speech, geographical guidelines are inapplicable. In drama, the American theater is of special interest and materials on classical and foreign theater will be selectively acquired.

d. Treatment of Subject: Popular-level materials and textbooks on speech will be collected selectively.
In drama, biographies of actors, producers, playwrights, etc., will be acquired. Textbooks beyond the elementary level, especially in applied areas such as costuming, lighting, etc., will be acquired. Histories, criticisms and techniques of the dramatic arts will be acquired. Except where such materials might be of value in drama education, juvenile materials will be excluded.

e. Types of Material: Monographs and periodicals are the major types to be collected. Serials publications such as proceedings of societies, congresses or conferences, and occasional papers from other institutions will be acquired. Dictionaries, directories and encyclopedias will be acquired. Theses and dissertations will be acquired very selectively with preference being given to microform productions.
Handbooks of public speaking will be acquired. Audio and video tapes of speeches, discussions, performances of literature will be acquired selectively. Scenarios and promptbooks will be acquired only where no more suitable version is available for the collection.

f. Date of Production: Emphasis will be on the acquisition of current publications, particularly in applied areas, but retrospective material, especially as they show historical development and to fill in serial gaps, are of importance to the collection. In the acquisition of out-of-print materials, the choice between original editions, reprints and microforms will be made on the basis of availability and price.

Observations and Qualifications by Subject Subdivision:

Collection Level

Public Speaking and Forensics: Study of the development of speaking skills. Collections of speeches and textbooks above the elementary level are useful. Participation and management of speeech contests are included. 2

Argumentation and Persuasion: Study of the methods and procedures of rational decision making and the verbal tools designed to influence attitude change. The debate program, both in college and secondary school is studied, along with participation at the university level. 2

Ethnic Oratory: Oratory of the American Indian and the speakers of the Black Movement. Many collections of the former are acquired by Special Collections. 2

Oral Interpretation of Literature: Technique of oral performance, including selection, analysis, rehearsal and performance. 2

Listening Comprehension: STudy of the role of listening in promoting successful oral communication, including theories of listening behavior, elements for improving listening comprehension, etc. 2

Group Discussion and Interpersonal Communication: Study and application of the principles of group interaction and the dynamics of communication. Emphasis on identification and elimination of communication barriers. 2

Organizational Communication and Communication Models: STudy of the theory inherent in and the methods of effective business and organizational communication. 2

Speech Activies in the School: Study of the principles and problems of teaching oral communications in the classroom with emphasis on listening activities, talks, pantomime, storytelling choral reading, etc. 2

Drama History and Criticism: Emphasis on American and English drsms; drama from other countries is purchased very selectively. 2

Drama Production and Play Direction: Study of the principles of drama production, including selection, casting, rehearsing and performance of plays. 2

Acting: Study of techniques of acting with emphasis on psychology of character, dialects and styles for various periods, with extensive analysis of dramatic selections. 2

Stagecraft, Design and Lighting: STudy of theater acts and scenery, also lighting techniques and equipment. 2

Costume Design and Theater Make-Up: Exploration of costume history with the problems of adaptation of these styles to stage use. STudy of the materials pertinent to the art of make-up for the stage, especially for the purposes of establishing age, type, etc., for the stage. 2

Creative Dramatics: Study of the techniques used in planned, improvised and creative dramatization. Designed to serve the elementary teacher, also the church worker and recreation leader. 2

Children's Theater: Study of the theories and techniques of children's theater. 2

BIOLOGICAL SCIENCES

Purpose: To support study and teaching through the undergraduate level in the three fundamental fields of the Biological Sciences -- biology, botany and zoology -- and to provide for non-specialists basic materials concerning certain practical aspects of those subjects.

General Collection Guidelines:

a. Languages: English will be the language of collection, but materials written in other languages will be acquired in English translation.

b. Chronological Guidelines: Emphasis is on current scholarship except with respect to purely descriptive works of flora and fauna, concerning which the chronological guidelines are not applicable.

c. Geographical Guidelines: No region is excluded, but there is some emphasis on the Western hemisphere, including the adjacent oceans.

d. Treatment of Subject: Upper division textbooks will be purchased on a selective basis; lower division textbooks, laboratory manuals and introductory works very selectively. Popular materials dealing with general biology will be purchased very selectively. Biographies of biologists and histories of aspects of the subject will be acquired selectively.

e. Types of Materials: Material collected will consist primarily of monographic and serial publications, and will include encyclopedias, atlases, dictionaries, directories, abstracts, handbooks, government publications, and the proceedings and transactions of conferences, congresses and symposia. Theses and dissertations will not ordinarily be acquired and then purchased only in microform.

f. Date of Publication: Emphasis will be on materials published within the last ten years. With respect to retrospective materials, no preference will be given to original editions over reprints and microforms.

g. Other General Considerations: Certain specialized areas related to the Biological Sciences are dealt with in other subject statements in the sciences.

Observations and Qualifications by Subject Subdivision:	Collecti Level
Biology: Includes cellular biology, genetics, marine biology, environmental biology, ecology, radiation biology, microbiology, medical microbiology, and industrial microbiology.	2
Botany: Includes both theoretical botany, which includes taxonomy, morphology. physiology and genetics; and, applied botany, which includes horticulture, forestry, plant ecology and economic botany.	2
Zoology: Includes anatomy and physiology, histology, parasitology, and ecology, as well as courses in entomology, ichthyology, ornithology and mammalian physiology.	2

CHEMISTRY

Purpose: To support study and teaching through the undergraduate level in the areas of analytical, inorganic and organic chemistry, biochemistry, soil chemistry, and physical chemistry.

General Collection Guidelines:

a. Languages: English will be the language of collection. Works originally in other languages will ordinarily be purchased only in the English translation.

b. Chronological Guidelines: Interest is primarily in the twentieth century, with emphasis on recent years.

c. Geographical Guidelines: Not applicable.

d. Treatment of Subject: Upper division textbooks will be purchased selectively, but lower division texts will ordinarily not be purchased. Popular level materials will be purchased very selectively. Biographies of important chemists will be selectively acquired, as will histories of chemistry.

e. Types of Materials: Most materials acquired will be in the form of books and periodicals. Included will be encyclopedias, dictionaries, compendia, treatises, data collections, proceedings, transactions and reports of conferences, congresses, societies and symposia.

f. Date of Publication: Primarily, the past ten years, although some earlier publications may be sought. No preference will be given as to form; microforms will be acquired when the original publication or reprints are either inavailable or too expensive.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Analytical Chemistry: Qualitative and quantitative analysis, also instrumental analysis.	2
Biochemistry: Fundamental chemistry of life processes.	2
Organic Chemistry: Chemistry of the hydrocarbons. Includes methods and laboratory techniques.	2
Inorganic Chemistry: Chemistry of the elements and their compounds.	2
Physical Chemistry: Study of thermodynamics of gases, liquids, solids and solutions.	2

GEOLOGY

Purpose: To support study and teaching on the undergraduate level in the areas of physical, economic and historical geology, and of oceanography.

General Collection Guidelines:

a. Languages: English will be the language of collection. Works originally published in other languages will ordinarily be purchased only in the English translation.

b. Chronological Guidelines: Generally, there are no limitations; all geologic periods are of interest. In some fields chronology really is not applicable.

c. Geographical Guidelines: Coverage is worldwide but emphasis is on the Western hemisphere with special concern for Oklahoma and the surrounding states.

d. Treatment of Subject: Biographies of important geologists and histories of geology will be selectively acquired. Selective acquisition will be made of upper and lower division textbooks and popular materials. Basic works on field methods will be acquired.

e. Types of Materials: Monographs and periodicals will form the nucleus of the collection. Field-trip guidebooks, published in association with earth-science meetings, United States, regional and state geological survey publications will be acquired comprehensively. Other types of material to be acquired are United State government documents, proceedings of geological congresses and institutes, and directories. Acquisition of United States Geological Survey series maps (e.g., topographical quadrangle maps) will be comprehensive for the Southwest and selective for other areas. Other map materials, such as atlases, sheet and wall maps, road maps, globes and aerial photographs will be collected selectively.

f. Date of Publication: Emphasis is on the acquisition of material published during the past ten years, except for the fields of evolution, paleontology and stratigraphy which are of interest from any date. Acquisition of earlier publications will be made to complete important sets and serials, to replace valuable standard materials when lost or worn, and to strengthen a developing research area. In purchasing retrospective materials there will be no preference given to original editions as opposed to reprints. Microforms will be acquired when the original publication or reprints are either inavailable or too expensive.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Physical Geology: Physiographic features, agents, processes, effects of weather and climate. Principles of folding and faulting.	2
Economic Geology and Minerals: Study of the sources, origin, methods of obtaining and uses of minerals.	2
Oceanography: Study of the various aspects of sea water and its living organisms to the economic and recreational uses of man.	2

MATHEMATICS

Purpose: To support study and teaching on the undergraduate level in the major areas of mathematics and to prepare teachers of mathematics in the elementary schools. Publications in these fields are of interest not only to mathematicians, but also, to students in other scientific and technical fields, and to those concerned with statistics.

General Collection Guidelines:

a. Languages: English is the language of collection. Publications originally in other languages are ordinarily acquired only in English translation.

b. Chronological Guidelines: Studies in the history of mathematics and mathematical works of only historical interest are acquired selectively. Otherwise, chronological guidelines are inapplicable.

c. Geographical Guidelines: Inapplicable.

d. Treatment of Subject: Popular works, textbooks and biographies of mathematicians will be purchased selectively.

e. Types of Materials: Materials are predominantly in the form of monographs and periodicals. The collection will include, also, dictionaries, encyclopedias, directories, bibliographies, proceedings and reports of conferences, congresses, societies and symposia. Dissertations and theses will be added very selectively, usually in microform.

f. Date of Publication: Emphasis is on the acquisition of current imprints. Retrospective materials are acquired very selectively, and may be purchased either in the original, reprint or microform, depending on availability and cost.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Algebra: Advanced topics, also vector analysis, matrix algebra, linear algebra, and advanced modern algebra equations, also, methods for solving algebraic equations by computational methods.	2
Geometry: Advanced and analytic geometry, also projective geometry. Elementary theory in foundations of geometry and logical systems and selected topics from topology.	1
Calculus: Integral and differential calcu lus, including functions, limits, derivatives, differentials, general theory, vectors and parametric equations, calculus of several variables, and convergence criteria.	2
Equations: Theory of equations, differential equations, partial differential equations.	1
Computer Mathematics: Computer organization, flowcharting, the FORTRAN IV programming language, elementary numerical methods. Applications of computers to mathematical sciences.	2

Statistics: Mathematical design of experiments and investigation, statistical inference, probability and combinatorial methods, discrete and continuous distributions, expected values, sampling, point estimation. Theory of statistical models and distributions, analysis of variance and regression, etc.	2
Mathematics of Finance: Compound interest and discounts, annuities and perpetuities, bonds, capitalized cost, depreciation, insurance, etc.	2
Surveying: Elementary operations.	1
History of Mathematics: Historical development of mathematical concepts and symbolism. Modern concepts of mathematics.	2
Teaching of Mathematics: General aspects and methods for the secondary and elementary teacher of mathematics.	2

PHYSICS

Purpose: To support study and teaching on the undergraduate level in physics. Certain areas are also of great interest to students and faculty in departments such as Chemistry and Mathematics.

General Collection Guidelines:

a. Languages: Although English is the primary language of collection, material publishec in other languages may be acquired in English translation.

b. Chronological Guidelines: Interest is primarily in the twentieth century. Studies in the history of physics and biographies of physicists are acquired selectively.

c. Geographical Guidelines: Inapplicable.

d. Treatment of Subject: Lower -division textbooks will be purchased selectively; advanced level textbooks will be purchased comprehensively. Popular works will be collected very selectively.

e. Types of Materials: Primarily in the form of monographs and periodicals. The collection will also include dictionaries, encyclopedias, directories, government documents, and proceedings/transactions of conferences, congresses, societies and symposia, as well as technical reports. Dissertations and theses will ordinarily not be collected.

f. Date of Publication: Primarily the past ten years, although some earlier publications may be selectively acquired. Retrospective materials may be purchased either in the original, reprint or microform, depending upon availability and cost.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
Engineering Physics: Concepts in mechanics, heat, sound, electricity, magnetism and optics.	2
Mechanics: Statics, dynamics and fluid, also theoretical mechanics.	2
Thermodynamics: First and second laws, properties of entropy, enthalpy, internal energy, and reversible and irreversible systems.	2
Electricity and Magnetism: Circuit theory and field theory.	2
Optics: Geometrical and physical optics, velocities, dispersion, polarization, interference, diffraction.	2
Electronics: Introduction to amplifiers, semi-conductor devices, transducers, waveform generators, digital electronics and instrument analysis.	2
Atomic Physics: Analytical study of atoms, molecules, nuclei, and materials in the solid state.	2
Heat: Theories of heat transfer by conduction, free and forced convection and radiation and their application.	2

SCIENCE

Purpose: To support study and teaching on the undergraduate level of introductory courses for the non-science major, the history of science and teaching methods for both the elementary and the secondary schools.

General Collection Guidelines:

a. Languages: English will be the collected language. Useful works published in other languages will be purchased in English translation.

b. Chronological Guidelines: Except for study in the history of science, interest is primarily in the twentieth century. In history of science, there is most emphasis on the development of modern science from the time of the Renaissance to the present, with some interest in the ancient and medieval period.

c. Geographical Guidelines: Most interest is in American and European science and technology, but others are included in surveys.

d. Treatment of Subjects: Biographies of important scientists will be collected, as will works dealing with the relationship of science to government and to society as a whole. Popular treatments will be included when not scientifically inaccurate.

e. Types of Materials: Most material will be acquired in the form of books and periodicals. Society publications and the transactions and proceedings of conferences on science education will be purchased extensively. No theses and dissertations will be purchased. Microform material will be acquired very selectively.

f. Date of Publication: There will be emphasis on current material of the past decade. In retrospective purchasing, there will be no preference given to original editions over reprints.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
General Science: Study designed for students who do not plan to major in science, this covers both Physical and Biological Science in survey.	1
Introductory Astronomy: Non-mathematical courses and for teachers, the concepts by graphical presentation, universe shape, etc.	1
History of Science: Survey of the historical and intellectual development of man's efforts to understand the natural world, and the development of modern science.	2
Scientific Vocabulary: Scientific terminology, in the various branches of Science.	1
Methods of Teaching Science: Study of the teaching of science on the elementary and on the secondary levels, including the organization of the science programs and equipment and evaluation of school science laboratories.	2

CRIMINAL JUSTICE

Purpose: To support study and teaching on the undergraduate level in the fields of criminal justice and police science.

General Collection Guidelines:

a. Languages: English will the language of collection. Important works published in other languages will be purchased in English translation.

b. Chronological Guidelines: Primary emphasis is on the Twentieth Century, especially of present conditions.

c. Geographical Guidelines: Most emphasis is on the United States, although no area is completely excluded from consideration.

d. Treatment of Subject: History of criminology and of Police Science will be collected selectively. Upper division textbooks and works written on a popular level will be collected selectively. Works on legal rights and law enforcement will be collected, as well as materials on evidence, investigation, patrol operations and traffic studies, etc.

e. Types of Materials: Most materials acquired will be in the form of books and periodicals. Reports and proceedings of conferences, congresses, private or public agencies, and symposia will be purchased extensively. Statistical materials will be obtained, as will relevant government documents at the national state and local level. Theses and dissertations will not be acquired.

f. Date of Publications: Emphasis is on material published during the past ten years. Retrospective purchasing will be very selective and may include reprints and microform, as well as original editions, depending upon availability and cost.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Law Enforcement and Police Systems: Historical development of basic police functions and the criminal law, as well as existing police functions, powers and limitations. Examination of agencies to provide protection and control.	2
Criminal Law: Study of criminal law, defining common law and statutory crime and publishment, history of criminal law and defenses, and study of the Oklahoma Criminal Statutes.	2
Traffic Studies: Study of the development and need for traffic laws, and the maintenance and preparation of an adequate records system relative to traffic safety.	1
Police Administration: Problems of administration and selection and training of personnel. Organization and supervision of the patrol function	1
Criminalistics: Study of the fundamentals of criminal investigation, sources of information, interrogation, case preparation, etc. Rules of evidence and examinatin of the sources and kinds of evidence. Law of criminal evidence. Preservation and presentation of physical evidence.	1

Police Report Writing and Communications: Practice and theory in preparation with emphasis on composition. Examination of police records and identification systems. 1

Court Procedure and Mechanics: Case preparation, effective presentation of evidence, trial procedures, etc. 1

Emergency Police Problems: Study of the types and nature of emergencies, such as mobs, riots and civil disturbances, and evaluating possible solutions. 2

GEOGRAPHY

Purpose: To support study and teaching on the undergraduate level in the field of geography. Courses are offered in physical geography, cultural geography, economic geography and urban geography. The Geography Department shares teaching interests with the Geology Department, the History Department, the Sociology Department, and the Department of Economics.

General Collection Guidelines:

a. Languages: English will be the language of collection. Important works published in other languages will be purchased in English translation.

b. Chronological Guidelines: Geographical studies on all periods will be collected, but emphasis is on present conditions.

c. Geographical Guidelines: Primary emphasis is on North America, with a strong secondary emphasis on other regions of the world.

d. Treatment of Subject: Works on history and the physical and cultural descriptions of the regions are acquired. Biographies of outstanding geographers will be selectively acquired.

e. Types of Material: Books and periodicals, along with atlases, gazetteers and maps, will form the base for acquisitions. Government publications, especially statistical compilations, will be acquired as will regional society publications and reports of international geographical societies and congresses.

f. Date of Publication: Emphasis is on current publications with a limited program of retrospective acquisitions. No preference will be given to original editions over reprints or microforms.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Physical Geography: Study of the physical environment of the earth as related to man.	2
Meteorology and Climatology: Study of the fundamental principles of meteorology, including a study of weather instruments, methods of measurement and weather maps. Also, a study of the elements that characterize the various climatic regions of the world.	2
Economic Geography: Study of the earth's resources, the distribution and processing of these resources and their uses by man. Includes the geography of manufacturing and the geography of agriculture with their significance.	2
Urban Geography: Cities, origin, development, distribution, social and economic importance, and their relationship to their regions.	2
Historical Geography: Geographical environment of past periods and its influence on regional development. Emphasis on the United States.	2

Political Geography: Systematic study of world political patterns with special emphasis on the geographical interpretation of the international problems of today. 2

Regional Geography: General survey of the world regions, including the geographic factors which underlie the basic strength of the nations. 2

Geographic Concepts and Materials: Investigation into the broad fields of geography by studying the geographic approach to the world of today. Basis for teaching geographic concepts in the elementary and secondary schools is emphasized. 2

HISTORY

Purpose: To support study and teaching on the undergraduate level in the field of History.

General Collection Guidelines:

a. Languages: English will be the primary language of the collection. Important works published in other languages will be purchased in the English translation. Works published in languages other than English will be acquired very selectively.

b. Chronological Guidelines: As specified under subject subdivisions.

c. Geographical Guidelines: As specified under subject subdivisions. Publications of local historical societies will be purchased only when originating in a region of interest to this institution, e.g., Oklahoma, the Southwest, etc.

d. Treatment of Subject: Although introductory textbooks will not ordinarily be acquired, some on specific topics may be of interest and, therefore, selectively acquired. Juvenile materials will not ordinarily be acquired.

e. Types of Materials: Most material acquired will be in the form of monographs or periodicals. Reference materials, such as historical encyclopedias, dictionaries, directories, atlases, handbooks, etc., will be collected, as will the transactions and proceedings of conferences and society publications. Theses and dissertations will not ordinarily be acquired and then purchased only in microform. Microform reproductions and photocopies of materials will be acquired when the original publication or reprint thereof, is either inavailable or more expensive.

f. Date of Publication: There will be emphasis on current books. In retrospective purchasing, no preference will be given to original editions over reprints.

g. Other General Considerations: These guidelines are written with the main collection in mind. Within this institution, the Special Collection is rich in material on Oklahoma and on North American Indian history, especially of the Cherokee Indians.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
Ancient History:	
General	2
Classical Greece and Rome	2
Medieval History:	
General (Europe and the Near East)	2
Modern Europe:	
General	2
France	2

	History
Germany	2
Russia and the U.S.S.R.	2
Great Britain (chiefly England)	2
Asia:	
General	2
Far East	2
Africa:	
General	2
Australia and Oceania:	
General	1
Latin America:	
General	2
Antarctica:	
General	1
Canada:	
General	1
United States:	
General	2
Regional -- the South	2
Regional -- the Southwest	2
Regional -- Oklahoma (also see Special Collections)	3
North American Indians (also see Special Collections)	3
Afro-American	2
Teaching of History: Methods for instruction in elementary and secondary schools.	2
Auxiliary Studies:	
Genealogy: Except in Special Collections, collection is minimal.	1
Heraldry	1
Numismatics:	1
Paleographic:	1

POLITICAL SCIENCE

Purpose: To support study and teaching on the undergraduate level in the field of Political Science.

General Collection Guidelines:

a. Languages: English will be the primary language of the collection. Important works published in other languages will be purchased in the English translation. Works published only in languages other than English will be acquired very selectively.

b. Chronological Guidelines: Although there is an emphasis on contemporary affairs, certain areas will require materials dealing with earlier periods.

c. Geographical Guidelines: There is a strong emphasis on American government and politics from the national to the local level, although there is interest in that of other areas of the world.

d. Treatment of Subject: Juvenile materials and introductory textbooks will not ordinarily be purchased. Upper level textbooks will be purchased selectively. Biographies of political figures will be collected selectively.

e. Types of Materials: Most materials acquired will be in the form of books and periodicals. Society publications and the transactions and proceedings of conferences will be acquired. Theses and dissertations will not ordinarily be acquired and then purchased only in microform. Microform reproductions and photocopies of materials will be acquired when the original publication or reprint thereof, is either inavailable or more expensive.

f. Date of Publication: There will be emphasis on current books. In retrospective purchasing, no preference will be given to original editions over reprints.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Government and Politics:	
Europe:	2
Middle East:	2
Asia (exclusive Asia Minor):	2
Latin America :	2
Canada:	2
United States: There are strong interests in all aspects, from the national level to the state and local levels.	2
International Relations:	2
Political Theory: There is emphasis on American and European ideology, particularly as expressed in political party papers, etc.	2

Politics of Special Interest Groups: Includes the American Indians, Blacks, Women, Education, Labor, etc. 2

Public Administration: 2

Public Law: Materials will be acquired on constitutional law and comparative law. No sets of statutes or codes will be purchased with the exception of the U.S. Code, the U.S. Code Annotated, U. S. Code Congress and Administration News, the Southwestern Reporter (Oklahoma), Oklahoma Digest, Oklahoma Decisions, Vernon's Oklahoma Statutes Annotated, Vernon's Oklahoma Civil Statutes, Corpus Juris Secundum, and the Pacific Reporter, all of which are used for reference purposes and in research for courses in Business Administration and in Criminal Justice. 2

SOCIAL SCIENCE

Purpose: To support study and teaching, on the undergraduate level, of the materials and methods to be used in teaching Social Sciences in elementary and secondary schools.

General Collection Guidelines:

a. Languages: English will be the language of collection. Works published in other languages will be purchased only in English translation.

b. Chronological Guidelines: Emphasis is on current materials of the past two decades.

c. Geographical Guidelines: Primary emphasis is on the United States.

d. Treatment of Subject: Upper-division college textbooks on the subject will be purchased selectively; lower-division textbooks will be purchased very selectively. Popular treatments are acquired selectively.

e. Types of Materials: Books and periodicals will form the nucleus of the collection. Publications of professional organizations, including conference proceedings are important.

f. Date of Publication: Emphasis is on materials published during the past ten years. Retrospective purchasing will be very selective and may involve microforms or reprints rather than the original format.

g. Other General Considerations: Because of the character of the subject, publications in several fields will be of interest. Among these are Geography, History, Political Science, Sociology and Economics.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Social Science Concepts: Examination of concepts and materials in use today in such areas as teaching and research.	2
Teaching Social Studies: Investigation of problems of concern to the social studies teacher in elementary and secondary schools.	1

Purpose: To support study and teaching through the undergraduate level in sociology. Some of its concerns are shared with other departments, e.g., Economics, Psychology and Political Science.

General Collection Guidelines:

a. Languages: English will be the language of collection. Works published in other languages will be purchased only in English translation.

b. Chronological Guidelines: Primary emphasis is on the Twentieth century, especially contemporary conditions.

c. Geographical Guidelines: There is much more emphasis on society in the United States than in other geographical areas, but no area is excluded from consideration.

d. Treatment of Subject: Biographies of sociologists and minority leaders will be collected selectively. History of sociology and works on methodology will be collected broadly. College level textbooks and works written on a popular level, including autobiographies which reveal social context, will be purchased selectively. Works on the legal rights of minorities and of children will be of interest, as will materials on the legal aspects of divorce, penology, narcotics use, etc.

e. Types of Materials: Most materials acquired will be in the form of books and periodicals. Indexes and abstracts, proceedings of symposia and international congresses, and annual reports of agencies, including foundations, will be acquired extensively. Statistical materials of all types will be obtained, as will relevant documents at the international, national, state and local level. Purchase of theses and dissertations will be very restricted and obtained only in microform.

f. Date of Publications: Emphasis is on materials published during the past twenty years. Retrospective purchasing will be very selective and may involve microforms or reprints rather than the original edition.

g. Other General Considerations: Because of the interdisciplinary character of the field, publications in sociology will be of interest to many departments outside of Sociology itself. Among these are Business, Education, Economics, Political Science and Psychology.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Anthropology (Physical and Cultural): Study of man's biological development and of preliterate cultures, as well as the problems and processes of cultural changes.	2
Ethnology of the American Indian: Archeology, prehistory and history of representative Indian cultures. Theories of Indian origins are included.	3
Sociology of Culture: Social stratification, sociology of religion, etc.	2
Sociology of Racial and Cultural Minorities: Analysis of intergroup relations, etc.	2

Community Development: Includes urban and rural sociology, and an analysis of the social and technological changes and their impact on society. Emphasis on the United States. 2

Population Problems: Analysis of the basic characteristics of population in this country and the major areas of the world; and social problems arising from differentials. 2

Family as a Social Institution: Concentration on structure and function of the American family. 2

Sociology of Childhood: Group phases of childhood and child welfare. 2

Sociology of Education: Social organization of the schools and relations between the educational process and the community. 2

Social Psychology: Sociological perspectives of motivation, social interaction and its impact on individual and personality formation. 2

Sociological Statistics: Statistical methods and presentation. 2

Social Welfare: Study of the various aspects, and the opportunities and needs in this field at all levels of government. 2

Purpose: To support study, teaching and research to the Master's level in the following fields of education: Elementary Education, Secondary Education, and Counseling.

On the graduate level, certain Certificate Programs in Education need, also, to be supported. These include the Administrator's Certificate and that for the School Counselor; as well as the Professional Certificate which is given in the following areas: Elementary Education, Art, Music, Health and Physical Education, Foreign Languages, Language Arts, Mathematics, Science, Social Studies, Speech, Speech Correction, Bookkeeping and Clerical Practice, Business Education, Home Economics (general), and Industrial Arts.

Undergraduate degrees are to be supported, too. Students receive the Bachelor of Arts in Education in thirteen fields: Art, English, French, Geography, German, History, Journalism, Library Science, Music, Social Studies, Spanish, Special Education and Speech. The Bachelor of Science in Education includes nine major fields: Biology, Business Education, Chemistry, Early Childhood Education, Elementary Education, Home Economics, Industrial Arts, Mathematics, and Health, Physical Education and Safety.

General Collection Guidelines:

a. Languages: English is the primary language of collection. Works written in other languages will ordinarily be purchased only in English translation.

b. Chronological Guidelines: Emphasis is on education in the twentieth century.

c. Geographical Guidelines: Primary emphasis: United States. Secondary emphasis: English speaking countries, Europe, Latin America, Asia and Africa.

d. Treatment of Subject: History of educational development in all its aspects will be collected on a broad basis, biographies of educational leaders will be collected selectively. Works on the legal aspects of education are extremely useful, especially those dealing with school finance, busing, integration, federal aid to education. Research methodology in all aspects, including the use of computer techniques, is a strong collection interest.

Lower-division college textbooks on education will not ordinarily be purchased; upper-division textbooks will be purchased selectively. Textbooks intended for the use of students in elementary and secondary schools are acquired for the Curriculum Materials Collection (q.v.). Works on techniques are sought in a variety of applications: e.g., how to teach English as a second language, how to teach dancing to elementary school students, etc.

Popular treatments are acquired selectively and relate primarily to education in the social context, e.g., contemporary student movements, current educational experiments, accounts of teaching experiences, etc.

e. Types of Materials: Monographs and periodicals will form the nucleus of the collection. Indexes, abstracts and encyclopedias will provide basic reference, as will dictionaries, and directories of educators, educational agencies and of private and public schools, colleges and universities. Publications of professional organizations, including their conference proceedings are important. Handbooks, guides and manuals are useful, e.g., guides to study abroad, counseling handbooks, manuals for the interpretation of diagnostic tests, etc. Curriculum guides, of particular value to students of curriculum, are collected for the Curriculum Materials Collection.

Government documents are especially importan t. Since this University is a designated partial depository, most needed Federal documents are received regularly for the Government Documents collection here. Other agencies producing documents in the field of Education are Oklahoma Department of Education (all publications should be systematically acquired), UNESCO, International Bureau of Education, Organization for Economic Cooperation and Development, and the Council for Cultural Cooperation. Acquisitions of the EducationalResources Information Center (ERIC), a clearinghouse for the dissemination of information on educational resources and research (e.g., research reports, technical papers, published or unpublished conference papers) in virtually all fields of education, are available on a continuing basis and should be acquired systematically.

Theses and dissertations will generally not be collected. If purchased, preference will be given to the microform production.

f. Date of Publication: Emphasis is on materials published during the past decade. Retrospective purchasing will be very selective and may involve reprints or microforms rather than the original edition.

g. Other General Considerations: The Curriculum Materials Collection, for which the collecting guidelines are described elsewhere, is a collection of textbooks and other instructional or curricular materials designed to support University teaching training programs.

Observations and Qualifications by Subject Subdivisions:	Collecti Level
Education:	
History of Education: History dealing with all types of education and educational institutions will be collected within the limitations of the chronological and geographical guidelines. History of specific institutions will be collected selectively.	3
Philosophy of Education (from Plato and Comenius through Locke and Dewey to the present): Emphasis is on Western education.	3
Educational Sociology: Deals with the interaction of education and society in a variety of aspects, e.g., social, intellectual, economic, political and sociological.	3

Educational Statistics: Principles of organization and treatment of statistical data. 2

Structure and Organization of Public Education: Includes legal bases, the role of state and federal governments, financial support. 3

Educational Administration: Includes theory and practice in all types of schools and in educational systems at the primary, secondary, junior college and university level, as well as the administration of programs which may include supervision of instruction, with problems of personnel management. 3
Note that administration courses are included in the departments of Health, Education and Safety, of Library Science, and of Special Education.

Public School Housing: Designed to acquaint school administrators and others with the construction and maintenance of buildings and to provide curriculum adequacy, safety, efficiency, beauty, adaptability and economy of construction and use. 3

Public School Finance: Includes budgeting and fiscal management, sources of school finance, control of expenditures, insurance and liability, etc. 3

Education of the Disadvantaged: Concern here is with the improvement of understanding among those who work with the disadvantaged learner. Both education and non-education programs are included. 2
Note that curriculum and instruction as related to learning disabilities are included in the Reading and in the Special Education departments' statements.

Guidance and Counseling: Principles and practices of guidance on both elementary and secondary levels, functions, problems and procedures. 3

Instructional Materials: Includes audio-visual materials, textbooks, etc. 2
Note that Library Science is also interested in audio-visual materials, as well as other materials for the school media center.

Curriculum and Instruction: Concern here is principally with current American practices. Publications of subject-orientied professional associations such as the National Teachers of Mathematics, National Council of Teachers of English, etc., are of great interest. Many materials of practical use in teacher training (e.g., state-adopted textbooks, current curriculum guides from all parts of the country) are held in the Curriculum Materials Collection which is described elsewhere in this document. 3

Curriculum development and instructional methodology in nursery schools, elementary and secondary schools and in higher education in the following subjects is dealt with as applicable:

*+ Art	2
* English (includes language arts)	3
* Foreign Languages. Materials on underlying principles of language teaching are to be purchased broadly.	2
* Speech and drama	2
*+ Music	2
* Social Studies	2
*+ Science	2
*+ Mathematics	2
*+ Business	2
* Home Economics	2
*+ Industrial Arts	2

---

* Subjects on which the appropriate academic department, either singly or in conjunction with the College of Behavioral Sciences, offers courses. The department may offer the subject as either an undergraduate or a graduate course

+ Special courses designed primarily for elementary and/or secondary school teachers are offered.

JUNIOR COLLEGE EDUCATION

Purpose: To support study, teaching and research to the Master's level in junior or community college teaching.

Areas of specialization currently approved include: Beahavioral Science, Biological Science, Business Administration, Business Education, Economics, English, Geography, Health and Physical Education, History, Home Economics, Industrial Arts, Industrial Technology, Language Arts, Mathematics, Physical Science, Psychology, Political Science, Safety and Physical Education, Sociology, Social Science, and Student Personnel Services.

General Collection Guidelines:

a. Languages: English is the primary language of collection. Works written in other languages will ordinarily be purchased only in English translation.

b. Chronological Guidelines: Interest is in the twentieth century with emphasis on the past twenty years.

c. Geographical Guidelines: Primary emphasis is the United States, with secondary emphasis on other English-speaking countries.

d. Treatment of Subject: History and philosophy of the junior college in all its aspects, will be collected on a broad basis; biographies of educators in the field will be collected selectively. Contemporary issues in higher education in this country is a strong collection interest.

e. Types of Materials: Monographs and periodicals will form the nucleus of the collection. Directories of educators, and of educational agencies and private and public junior colleges are important. Publications of professional organizations, including their conference proceedings are important. Handbooks, guides and manuals are useful, e.g., guides to study abroad, etc.
Theses and dissertations will generally not be collected, but if purchased will be acquired in microform.

f. Date of Publication: Emphasis is on materials published during the past ten years. Retrospective purchasing will be very selective and may involve reprints or microforms rather than the original editions.

g. Other General Considerations: Statements for Education and for Psychology include material which would of interest, also, to students andfaculty in Junior College Education.

Observations and Qualifications by Subject Subdivisions:	Collection Level
Philosophy of the Junior College: Overview of the junior college as an institution.	3
Junior College Teaching and Curriculum: Functions, role, relationships of the junior college teacher. Methods of instruction, resource materials, educational goals and objectives and student evaluation.	3
Guidance and Counseling of Junior College Students: Practices and procedures, student characteristics, student personnel services and techniques of classroom instructional counseling, also curriculum and programs.	3
Contemporary Issues in Higher Education: Analysis of critical issues respecting higher education with focus on problems, trends and innovations affecting educational processes.	3

LANGUAGE (CHEROKEE)

Purpose: To support study, teaching and research on the undergraduate level in the language of the principal Indian tribe of this area, the Cherokees; also, to provide background for teachers in schools where many of the pupils speak this language at home and must learn English in the school. The study can lead to an elementary certificate in Cherokee Bilingual Teacher Education. While concern for Cherokee language material is centered in the Division of Education and Psychology, faculty and students in various other University departments or programs may also have specific interests in the study of the language. The general public of this section of Oklahoma may be interested, too.

General Collection Guidelines:

a. Languages: Cherokee and English will be the languages of collection. Works concerning the Cherokee language, but published originally in a language other than Cherokee or English, will be purchased only in translation to one of these.

b. Chronological Guidelines: Emphasis on the nineteenth and twentieth centuries.

c. Geographical Guidelines: There is emphasis on Oklahoma and the eastern homeland of the Cherokee tribes.

d. Treatment of Subject: Popular level materials and textbooks on the language will be collected. Anthologies and readers of the literature will be collected. English translations of Cherokee material will be collected.

e. Types of Materials: Most material acquired will be in the form of books and periodicals. Proceedings of societies concerned with the study of North American Indian languages will be collected. Audio tapes of readings in the language will be acquired.

f. Date of Publication: Emphasis will be on the acquisition of current publications. In the acquisition of out-of-print materials, the choice between original edition and reprint or microform will be made on the basis of availability and/or price.

Observations and Qualification of Subject Subdivision:	Collecting level
Cherokee Conversation: Basic spoken Cherokee, with emphasis on pronunciation and usage.	3
Reading and Writing Cherokee: Reading and writing of Cherokee in English phonetic script and in the Sequoyah Alphabet.	3
Methods of Teaching: Teaching in the Cherokee language and teaching English as a second language.	3
Cherokee Heritage: Study of the culture, heritage and history through pertinent literature. The visual arts and music are included.	3

PSYCHOLOGY

Purpose: To support teaching and research through the Master's level and for undergraduate study in psychology and in various related fields.

Many psychology courses are designed to satisfy the professional educational requirementsand to give the student an understanding of individuals, particularly as to the manner in which they grow and develop mentally, emotionally and socially, as well as to help the teacher to adjust to students, fellow faculty members, parents and others with whom he works in performing his professional duties.

General Collection Guidelines:

a. Language: English will be the primary language of collection. Works published originally in other languages will be selectively acquired, and in the English translation only.

b. Chronological Guidelines: Primary emphasis is on the twentieth century, but earlier works of historical significance will be collected selectively.

c. Geographical Guidelines: While there are no geographical distinctions to be drawn within the subject of psychology, the primary forms of interest is on studies in the United States, the English-speaking countries, and in Europe.

d. Treatment of Subject: Biographies of psychogists and history of psychology will be collected selectively. Thre is a strong emphasis on techniques and research methods involving the use of statistics and mathematical models. Works on the legal aspects, also works on medical aspects, will be acquired very selectively. Upper-division textbooks and works written on a popular level will be purchased selectively.

e. Types of Materials: Most materials acquired will be in the form of books and periodicals. This will include, in addition to monographs and serial publications, reference works such as encyclopedias and dictionaries of psychology, abstracts, indexes and directories of psychologists and testing centers. Proceedings or reports of conferences, symposia, international congresses, etc., will be collected. Handbooks are useful, especially for school counselling, so will be collected. Purchases of theses and dissertations will be very restricted and acquired only in xerographic copy or microform, unless donated by the author.

f. Date of Publication: Emphasis is on materials published since 1960. Retrospective purchasing will be very selective and may involve reprints, xerographic copy or microform, in many cases, rather than the original edition.

g. Other General Considerations: Interest in various subdivisions of psychology, practical as well as theoretical, is found in many University departments outside of Education.

Early childhood education and much educational psychology mateial is included in the ERIC collection of reports on microfiche.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Physiolpgical Psychology: Study of the physiological basis for behavior.	2
Learning and Cognition: (includes memory and perception as related to cognition) Also includes psychology of adjustment.	3
Developmental Psychology: (chiefly child development and adolescent psychology): Of special concern to educational psychologists and to students of child development.	3
Social Psychology: Sociological perspectives of motivation, attitude development, perception, adjustment in social groups, inquiry into social and psychological dimensions of group behavior; social interactions and its impact on individual and personality formation.	3
Abnormal Psychology: Consideration of types of mental deviates with special stress upon the mentally deficient; identification and implications for education.	3
Psychological Public Relations: Designed to emphasize the psychological aspects of public relations. Includes the effect of mass media and communications on attitudes. Emphasis placed on communication techniques for effecting change with various groups.	2
Parapsychology: Selective acquisitions on the basis of present general rather than academic interest.	2
Mental Tests and Measurements: Intelligence testing, and a critical study of various tests, statistical procedures, etc.	3

Purpose: To support study, teaching and research to the Master's level in Reading, a program to prepare reading teachers, reading consultants, and reading supervisors. Besides the Master of Education degree in Reading, the Reading Specialist Certificate is granted.

General Collection Guidelines:

a. Languages: English is the primary language of collection. Works originally published in other languages will be acquired only in the English translation.

b. Chronological Guidelines: Emphasis is on reading instruction in the twentieth century.

c. Geographical Guidelines: Primary emphasis is on instruction in the United STates. Secondary emphasis: English speaking countries.

d. Treatment of Subject: History of instruction in reading will be collected on a broad basis, biographies of educational leaders will be collected selectively.

Textbooks on reading instruction will be purchased selectively. Textbooks intended for the use of students in elementary and secondary schools are acquired for the Curriculum Materials Collection (q.v.) Popular treatments are acquired selectively.

e. Types of Materials: Most materials acquired will be in the form of books and periodicals. This will include reference works such as encyclopedias and handbooks, abstracts, indexes and directories of educational leaders in reading. Proceedings or reports of conferences, symposia, etc., will be collected. Purchases of theses and dissertations will be very restricted and acquired only in xerographic copy or microform unless donated by the author.

f. Date of Publication: Emphasis is on materials published during the past ten years. Retrospective purchasing will be very selective and may involve reprints or microforms rather than the original edition.

Comments and Qualifications by Subject Subdivisions:	Collecting Level
Teaching of Reading: Materials and methods for the teaching of reading at the various levels of instruction. Includes spelling, vocabulary development, word attack techniques and teaching the reading lesson effectively, along with psychology and linguistics.	3
Phonics in Reading: Survey of the purposes and limitations of phonics instruction as it relates to the total reading program.	2
Diagnosis and Correction of Reading Disabilities: Designed to acquaint the student with causative factors of reading disabilities and practical remedies.	3
Teaching Reading to Bilingual Pupils: Techniques of instruction.	3
Reading for the Exceptional Child: Survey of educational programs for the exceptional child; a study of curricula and methodologies designed for the gifted child, the slow learner and the child with learning disabilities.	3

SPECIAL EDUCATION

Purpose: To support study, teaching and research to the Master's level in Special Education, a program designed to improve the teacher's understanding of the exceptional child and to increase the knowledge of methods, materials and procedures for proper instruction. Besides the Master of Education degree in Special Education, a Professional Certificate is given in Speech Correction.

General Collection Guidelines:

a. Languages: English will be the primary language of collection. Works published originally in another language will be selectively acquired and in the English translation only.

b. Chronological Guidelines: Primary emphasis is on the twentieth century.

c. Geographical Guidelines: Primary interest is on studies in the United States and other English-speaking countries, although studies from other areas are not excluded if pertinent.

d. Treatment of Subject: History of development in special education in all its aspects will be collected on a broad basis, biographies of educational leaders in the field will be collected selectively. There is a strong emphasis on techniques and research methods in all aspects.

e. Types of Materials: Most materials acquired will be in the form of books and periodicals. This will include, in addition to monographs and serial publications, reference works such as encyclopedias and dictionaries, abstracts, directories of educators and educational agencies and of private and public schools for the exceptional child. Publications of professional organizations, including their conference proceedings are important. Purchase of these and dissertations will be very restricted and acquired only in xerographic copy or microform unless donated by the author. Curriculum guides, of particular value to students of special education, are collected for the Curriculum Materials Collection.

f. Date of Publication: Emphasis is on materials published during the past ten years. Retrospective purchasing will be very selective and may involve reprints or microforms rather than the original format.

g. Other General Considerations: Special education material is included in the ERIC collection of reports on microfiche.

Comments and Qualifications by Subject Subdivisions:	Collecting Level
Learning Disabilities: Study relative to the identification, diagnosis and structure of learning situations for children with learning disabilities and procedure in the development of communication skills for Children with these problems.	3

Diagnostic Therapeutic Techniques and Parental Counseling: Various problems encountered, the taking of case histories, diagnosing and approaches to parental counseling. 2

Dysphasia: Study of language development and language pathology in aphasic children and adults. 3

Speech Correction and Clinical Phonetics: Specific anatomical process in producing sounds, the various types of speech deviations and treatment of types of speech inadequacies. 2

Voice Science and Improvement: Study of vocal elements and the anatomical, neurological and physiological bases of speech, hearing and language processes. 3

Audiology and Hearing Disorders: History and scope of audiology, including the study of the ear and training in audiometric testing. 3

Emotionally Disturbed Children: Analysis of educational provisions for disturbed children. 2

Mental Retardation: Survey of the classification, diagnosis, characteristics and care of mentally retarded children. Includes survey of etiology and syndromes involved with mental retardation. 3

Vocational Rehabilitation of the Mentally Retarded: Survey of the philosophy, administration, supervision and facilities for the vocational habilitation-rehabilitation of the mentally retarded. 3

Materials and Methods for the Physically and Mentally Handicapped: Familiarization with the basic materials, techniques and methods for teaching handicapped pupils. 2

Administration and Supervision of Special Education: Problems of organization, administration and supervision of special education programs. 3

LIBRARY SCIENCE

Purpose: To support an undergraduate program in library science, and to serve the certification needs of librarians and school media specialists in the secondary and elementary schools.

General Collection Guidelines:

a. Languages: English is the language of the collection. Works originally in other languages will be purchased in English translation only.

b. Chronological Guidelines: Emphasis is on 20th century material with exceptions for historical information.

c. Geographical Guidelines: Primarily the United States, secondarily on other English-speaking countries, Europe, Latin America, Asia and Africa.

d. Treatment of Subject: Primary emphasis on broad historical state-of-art, and theoretical and practical works on library administration, technical services, user services, information science and systems technology. Secondary emphasis on materials about specific types of libraries. Biographies of librarians and publishers, and history of libraries and librarianship will be purchased selectively. Juvenile and popular treatments will be purchased elecctively. Legal aspects of censorship, publishing, reproduction of materials, and librarianship in general will be acquired.

e. Types of Materials: Print and non-print media, including monographs, periodicals, glossaries, state-of-art studies, annual reviews, dictionaries, directories, encyclopedias, case studies, proceedings, transactions and reports of societies and associations will be collected. Significant dissertations and theses may be acquired selectively, preferably in xerographic form or in microform.

f. Date of Publication: Emphasis is on materials published since 1960. Reprints, xerographic or microform reproduction will be acquired when material is either unavailable in the original ediction or is prohibitively expensive.

Observations and Qualifications by Subject Subdivision:

Libraries in the Social Order: Survey of the library movement with special reference to contemporary, social, and cultural forces. 2

Administration of the School Media Center: Studies of the library as a media center in the school; its function, organization, administration and facilities. Covers planning and equipping the media center, as well as standards of service and the coordination of the center with the educational program of the school. 3

Organization of Library Materials, both Book and Non-book: Instruction and making of cards for the catalog, principles of classification, filing, etc. 2

Reference and Bibliography: Basic materials and methods for locating information and instruction in evaluating individual works and the collection as a whole with respect to reference service and research. 2

Collection Development: Principles, practices and problems in selecting materials, both book and non-book for the school media center. 2

Children's and Young Adult Literature: Includes history, criticism and bibliography of children's and young adults' literature; also, biographies of authors in the genre. Survey of types of literature used in elementary school with evaluation of material according to library value and age placement. Emphasizes wide reading of books for young people of secondary school age, with an eye to curricular and extra-curricular and guidance needs. 2

CHILDREN'S AND YOUNG PEOPLE'S LITERATURE

Purpose: To provide a working collection of children's and young people's literature to serve the certification needs of undergraduates and to support specific courses in library science.

General Collection Guidelines:

a. Languages: English is the primary language of the collection.

b. Chronological Guidelines: None.

c. Geographical Guidelines: None.

d. Treatment of Subject: Includes materials directed toward the younger child, (grades K-3) or toward the pre-adolescent (grades 4-6) and adolescent (grades 7-12) reader. Adult books of interest to young people are cataloged in the general collection.

e. Types of Materials: Print and non-print media, basic reference tools, and selected examples of periodicals for children. All Newbery and Caldecott Award books and all Newbery and Caldecott Honor Books are acquired. Books receiving other important awards will be acquired as possible.

f. Date of Publication: Restricted primarily to current and in-print materials.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
Literature: Includes fiction, poetry and drama.	2
Picture Books: Includes wordless picture books, for beginning readers, concept books, alphabet books, counting books, Mother Goose and nursery rhymes, and other books in picture or picture-story format.	2
Folklore: Includes traditional folk tales of the United States and all other countries, folk songs, ballads, riddles, folk sayings, jokes, folk arts and crafts, mythology, legends, hero tales and other types of folk expression.	2
Informational Books (non-fiction): Acquire selectively. The best representative works in a variety of areas are sought.	1
Exception: Biography.	2
See also, the statement for the Library Science collection.	

CURRICULUM MATERIALS COLLECTION

Purpose: To support present and anticpated training of teachers in all school subjects (Grades K-12); to support research at graduate levels in the field of education; and to provide resource materials to assist in preparation, selection, and comparison of textbooks and curriculum plans.

General Collection Guidelines:

a. Languages: English is the language of the Collection, except that materials in the Cherokee language are to be collected, too. Elementary and secondary level textbooks published in any subject will be acquired.

b. Chronological Guidelines: At present, only current material and latest editions of textbooks will be acquired.

c. Geographical Guidelines: Textbooks currently in adoption, or eligible for adoption, by the State of Oklahoma for use in public schools are acquired comprehensively.
Available curriculum guides of the Oklahoma State Department of Education and any of the Oklahoma school districts will be acquired comprehensively.

d. Treatment of Subject : Textbooks in all subjects, grades K-12, in both student and teacher editions are collected, as are teachers' guides or manuals to the textbooks. Workbooks to accompany textbooks may be acquired selectively. Supplementary readers are acquired selectively.
Curriculum guides for all subjects, grades K-12 are collected. No college level textbooks are acquired.

e. Types of Materials: Most of the Collection consists of books. Other than textbooks, some encyclopedias are received on loan from publishers.
A variety of ephemera are acquired to supplement teaching resources and to inform about resources available elsewhere. Pamphlets, mimeographed lists and checklists which fall within the guidelines are acquired.

f. Date of Publication: Usually only the most recent editionsof publications are purchased.

g. Other General Considerations: Methods books in subject areas, educational theory and research books, and professional journals are usually acquired for the general collection rather than for the Curriculum Materials Collection, unless the material is published in pamphlet or mimeographed form.

Observations and Qualifications by Subject Area Subdivisions:	Collecting Level
Textbooks, grades K-12	2
except: Textbooks adopted by the State of Oklahoma	3
Curriculum guides, grades K-12	3
except Curriculum guides of the Oklahoma State Department of Education and those of Oklahoma school districts	3
Materials for education in the Cherokee language	3
Supplementary readers	2

HEALTH, PHYSICAL EDUCATION AND RECREATION

Purpose: To support teaching and research, largely on the undergraduate level, in physical education and health education with an appreciation for the rules and laws of exercise and healthy living in a complex society.

For those with such specific interests, a primary function is to present the fundamental principles of teaching and directing group activities and competitive sports which will enable the students to take an important part as teachers in the fields of health education, including athletics, and as leaders in recreation.

General Collection Guidelines:

a. Languages: English is the primary language of collection. Works written in other languages will be purchased only in English translation.

b. Chronological Guidelines: Emphasis is on physical education in the twentieth century.

c. Geographical Guidelines: Primary emphasis is on the United States, secondarily on other English-speaking countries and those of other nations of the world.

d. Treatment of Subject: Biographies of coaches and athletes will be collected selectively. History of various sports and of physical education will be collected. Methodology in all aspects will be collected. Upper-division textbooks and works on a popular level will be collected selectively.

e. Types of Material: Material will be acquired in the form of books and periodicals, as well as audio-visual . The former will include, in addition to monographs and serial publications, proceedings or reports of conferences, symposia, international congresses, etc. Xerographic material and microform copy will be added when the material is less expensive in this form.

f. Date of Publication: Emphasis is on materials published since 1960. Retrospective purchasing will be very selective and may involve reprints, xerographic copy or microform in many cases rather than the original edition..

Observations and Qualifications by Subject Subdivision:	Collecting Level
Health Education: Includes study programs on individual and community health. Emphasis is on hygiene and physiology.	2
Physical Education:	
Motor Performance: Includes gymnastics, exercise, and development of strength and fitness.	2
Dance and Rhythm: Includes folk dancing, modern dancing and elementary school rhythms.	2

Athletics and Sports (includes officiating, coaching, medical aspects of injury prevention and control): Popular treatments of the subject and some popular histories of sports and biographies of well-known participants will be selectively acquired. Books on rules, regulations and techniques also will be collected. Society publications, such as those of the American Association of Health, Physical Education and Recreation are extremely important. 2

Special Problems in Physical Education: Includes physical education for exceptional children. Study of abnormalities found in the public schools and techniques for accomodating these students in the physical education program. 2

Administration of the Physical Education Program: Includes curriculum design, measurement, interscholastic athletics, etc. 2

Recreation: Includes study on recreation for the individual and for the community, with emphasis on camping and other outdoor recreation such as hiking. 2

SAFETY EDUCATION

Purpose: To support study and teaching, largely on the undergraduate level, in safety education, as it pertains to several areas of life, particularly in education.

General Collection Guidelines:

a. Languages: English is the primary language of the collection. Works written in other languages will be purchased only in English translation.

b. Chronological Guidelines: Emphasis is on safety education in the twentieth century.

c. Geographical Guidelines: Primary emphasis is on the United States, secondarily on other English speaking countries and those of other nations of the world.

d. Treatment of Subject: History of safety education will be collected. Methodology in all aspects will be collected. Textbooks and works on a popular level will be collected selectively.

e. Types of Material: Material will be acquired in the form of books and periodicals, as well as audio-visual. The former will include, in addition to monographs and serial publications, proceedings or reports of conferences, international congresses, etc.

f. Date of Publication: Emphasis is on materials published during the past ten years. Retrospective purchasing will be very selective and may involve reprints, xerographic copy or microform in many cases rather than the original edition.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Driver Education: Includes study of the techniques of driver education in the public schools, innovative methods and the basic requirements in Oklahoma high schools.	2
Safety Management in Business and Industry: Includes principles and concepts for management of viable safety programs, as well as principles of accident prevention, training techniques and protective equipment.	2
Safety Education for the Teacher: Survey of problems in safety confronted by teachers in the schools and on the playgrounds and athletic fields.	2

ACCOUNTING

Purpose: To support present and anticipated university study and teaching on the undergraduate level in accounting. The program is designed to prepare the student for a career in the accounting profession and to present the various possibilities for specialization in the profession, as well as to provide basic accounting knowledge for use in another field and in personal life.

General Collection Guidelines:

a. Languages: English will be the language of the collection. Works published in another language may be considered for purchase in English translation.

b. Chronological Guidelines: Emphasis is on developments in the last ten years, although some materials dealing with historic developments may be very selectively acquired.

c. Geographical Guidelines: Emphasis will be on the United States, secondarily on other countries. Works about accounting in other areas of the world will be very selectively acquired.

d. Treatment of Subject: College level textbooks and popular treatment will be selectively acquired. Histories of accounting practices will be selectively purchased.

e. Types of Material: Most material acquired will be in the form of books and periodicals. Included are dictionaries, handbooks, encyclopedias, directories, business and tax services, transactions and reports of conferences and societies.

f. Date of Publication: Current publications are emphasized with very selective purchases of non-current materials. Microform reproduction of books and periodicals will be acquired when original publications are either unavailable or prohibitively expensive.

g. Other General Considerations: Since the number of titles published in accountancy is limited, most ttitles published in English should be considered for acquisition, except for secondary school textbooks.

Observations and Qualifications by Subject Subdivision:	Collecti Level
General Accounting: Gathering, recording, interpretation and use of financial data.	2
Cost Accounting: Principles, distribution and application of process, standard and estimated cost.	2
Auditing: Audit procedure; classification of audits, methods of verification of financial statements, maintenance of internal controls.	2
Management Accounting: Use and interpretation of accounting data.	2

Government and Institutional Accounting: Methods under Oklahoma state law are emphasized with special attention to school district budgets. 2

Taxation: Works on taxation practices (tax manuals, legal aspects of taxation, tax services, etc.) will be purchased selectively. Introduces federal and state laws and regulations, so material on those must be acquired selectively. 2

BUSINESS ADMINISTRATION

Purpose: To support present and anticipated university teaching and research through the master's level in Business Administration, and study and teaching on the undergraduate level in Business Law, Computer Science, Finance, Management and Marketing.

General Collection Guidelines:

a. Language: English will be the language of the collection. Works published in other languages will be considered for purchase in English translation.

b. Chronological Guidelines: Emphasis is on developments in the last ten years, although some areas will require materials dealing with historic conditions and developments.

c. Geographical Guidelines: Emphasis will be on the United States, secondarily on Latin America and the English-speaking countries. Works about business in other areas of the world will be very selectively acquired.

d. Treatment of Subject: Biographies of business leaders will be selectively acquired, as will histories of finance in some areas. Research publications such as analytical treatments, empirical research reports and statistical data published by bureaus of business research and other specialized research bureaus, both public and private, will be extensively acquired in most major subject areas. Lower division textbooks and popular treatments will be selectively acquired for Marketing and other aspects of Business.

e. Types of Material: Most material acquired will be in the form of books and periodicals. Included are dictionaries, handbooks, encyclopedias, atlases, directories, business and tax services, transactions and reports of congresses, conferences and societies, and microforms of corporate data. The legal services include U.S. Code Annotated, Southwestern Reporter, Vernon's Oklahoma Statutes and Corpus Juris Secondum.

f. Date of Publication: Current publications are emphasized with selective purchases of non-current materials. Microform reproductions of books and periodicals will be acquired when original publications are either unavailable or prohibitively expensive.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Business Administration:	
Business Mathematics: Practical applications in various phases of business.	1
Business Machines: Study of and training in the use of various machines.	1
Business Communications: Composition of letters and reports of various kinds and on different subjects pertaining to business.	2
Business Statistics: Study of methods of collection and analysis of data, statistical reasoning and other topics.	2

Business and Corporation Finance: Compares the three basic forms of business organization, the history, growth, development and present nature of the corporate form and other pertinent subjects. 2

Personal Finance: Studies of income, budgets, credit instruments, insurance and acquisition of assets, home ownership, taxes, estate planning of individuals and families. 2

Business Law:

Business Law: Studies of principles involved in business transactions, with emphasis on court systems, general contracts, negotiable instruments, sales contracts, deeds of conveyance, mortgages, etc. 2

Real Estate Principles, Law and Practices: Contracts, deeds, leases, easements, abstracts, options, liens, appraisals, taxes, brokerage, land planning, financing and mortgage markets are considered. 2

Computer Science:

Data Processing: Study of the fundamentals, including the history and basic components of computers. An introduction to procedure oriented languages, peripheral and unit record equipment and flow charting. 2

Cobol: Practice in writing and debugging programs in this study of input and output procedures, control statements and fundamental programming techniques. 2

Systems Design and Analysis: Analysis of information requirements of all levels of management. Studies of design consideration of information systems to meet these requirements including aspects of computer hardware and software. 2

Management Information Systems: Survey of current developments in such systems, as well as their design. 2

Finance:

Finance: Study with emphasis on theoretical problems and solutions in finance. 2

Management:

Principles of Management: Study of principles and practices of modern business management, particularly with reference to the organizing and staffing functions. 3

Small Business Management: Study of organizing and managing an individually owned business, including location, securing capital, records, personnel and sales promotion. 3

Human Relations in Business: Investigation of organizational and intergroup relations, especially as these may apply to the business concepts in social psychology and other behavioral sciences used to appraise organization practices and leadership functions. 3

Managerial Finance: Study of financial functions including analysis of financial needs, acquisition of financial resources and the allocation of funds to finance ongoing business activity. 3

Production and Operations Management: Includes production theory, plant location, layout, process design, cost and motion analysis, work measurement, quality control and research and development. 3

Marketing:

Principles of Marketing: Study of the field of distribution; the place of the cooperative, the chain store, the jobber, etc. 3

Principles of Advertising: Survey of the various media of advertising in connection with distributive education. Training in planning and evaluating advertising materials. 3

Salesmanship: Study of the principles of selling merchandise. Arrangement of merchandise, advertising and selling policies. Methods of approaching prospects and demonstrating goods. 3

International Marketing: Management of international marketing operations, focusing upon distribution, promotional and pricing problems of firms in world trade. 3

Marketing Research: Study of the application of scientific methods to the solution of marketing problems, including the techniques of determining problems, collecting data, tabulating material and interpreting findings. Trade publications should be collected extensively. 3

BUSINESS EDUCATION and SECRETARIAL SCIENCE

Purpose: To support study and teaching, largely on the undergraduate level, in Business Education and Secretarial Science, two closely related fields.

General Collection Guidelines:

a. Language: English will be the language of the collection. Works published in other languages will be considered for purchase only when translated into English.

b. Chronological Guidelines: Emphasis is on current developments, particularly in the last ten years.

c. Geographical Guidelines: Emphasis will be on the United States, secondarily in English-speaking countries.

d. Treatment of Subject: College textbooks and popular treatments will be selectively acquired.

e. Types of Material: Most material acquired will be in the form of books and periodicals. Included are dictionaries, handbooks, encyclopedias, directories and reports of conferences and societies.

f. Date of Publication: Current publications are emphasized with very selective purchases of non-current materials. Microform reproductions of books and periodicals will be acquired when original publications are either unavailable or prohibitively expensive.

Observations and Qualifications by Subject Subdivisions:	Collecting level
Business Education:	
Techniques of Teaching Office Skills: Deals with the problems of skill building in office subjects such as typing, shorthand, etc.	2
Secretarial Science:	
Office Education: Training in office skills.	1
The Secretary: Studies of the duties of the Administrative Secretary, the Legal Secretary and the Medical Secretary. Includes familiarization with the terminologyin dictation and transcription where special to the profession.	2

ECONOMICS

Purpose: To support study and teaching, largely on the undergraduate level, in Economics. While the primary interest is centered in Economics, faculty and students in other university departments such as Business Administration and the Social Sciences have specific interests in one or more areas of Economics.

General Collection Guidelines:

a. Languages: English will be the language of the collection. Works published in other languages will ordinarily be purchased in English translation only, except for statistical yearbooks, which will be purchased in any of the languages of Western Europe, if not available in translation.

b. Chronological Guidelines: Emphasis will be on the twentieth century. Materials on earlier economic conditions will be purchased selectively.

c. Geographical Guidelines: Major emphasis will be on the United States, Latin America and Europe. Works on economics in other countries, especially those concerning developing nations, will be collected very selectively.

d. Treatment of Subject: Textbooks below the college level will not be purchased. College level textbooks will be purchased selectively. Popular works will be purchased.

e. Types of Materials: Most materials acquired will be in the form of books and periodicals, and will include, in addition to monographs and serial publications, encyclopedias, dictionaries, atlases, directories, proceedings of conferences and congresses, transactions and reports of societies, statistical publications of the United States government, the United Nations, related agencies such as the International Monetary Fund and statistical yearbooks from all countries of the world.

f. Date of Publication: Emphasis is on current works, with non-current materials selectively purchased. No preference will be given to original editions over reprints. Microform reproductions will be acquired when original publications are not available or are prohibitively expensive.

g. The Government Documents Collection provides additional sources for students of Economics. The Business Administration Collection Statement includes the collection level for Finance and for Marketing.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Economic Theory and Its History: Includes economic thought from ancient times to the present. Works on past and present economists and their schools of economic thought are collected. Material on microeconomics and macroeconomics are to be acquired.	3

Economic Development: Includes the theory of growth and development of economic thought and its application to under-developed areas.	3
Money and Banking: Analysis of commercial and non-commercial banking institutions, including theories of money supply, interest rates and credit policies.	3
Labor Economics: Includes industrial relations, wages, employment and underemployment, working conditions, social insurance and trade unions.	2
Public Finance and Fiscal Policy: Includes fiscal policy and budgeting procedures of national, state and local governmental bodies, public debt and taxation theory.	3
International Economics: Includes international trade and trade controls, balance of payments, exchange rates, foreign investments and foreign aid.	2

HOME ECONOMICS

Purpose: To support teaching and research largely on the undergraduate level in the areas of family economics, food systems administration, food technology, home management, interior design, and textiles and clothing; and to provide basic materials on the practical aspects of these subjects for the whole university community.
A program is designed for those who wish to teach Home Economics on the secondary level. Another program is designed to prepare students for a career in business and industry with an opportunity to gain knowledge and skills in business related areas of Clothing and Textiles, Family Services, Foods and Nutrition, and Housing and Household Equipment.

General Collection Guidelines:

a. Languages: English is the primary language of the collection. Materials in other languages will be acquired only in translation. There is no limitation of language, however, when illustrative matter is more important than text, e.g.,in textiles and clothing.

b. Chronological Guidelines: Emphasis is on current research and developments.

c. Geographical Guidelines: No region is excluded but the primary focus of emphasis is the United States.

d. Treatment of Subject: Upper division textbooks will be purchased selectively, lower division textbooks, laboratory manuals and introductory works very selectively. Books on technique will be acquired in several areas: clothing construction, food preparation, meal management, institutional management and family budgeting. Materials of a popular nature on nutrition, cooking, sewing, home management and home decoration will be acquired selectively.

e. Types of Materials: In addition to monographic and serial publications, materials such as encyclopedias, dictionaries, handbooks, government publications,and the proceedings and transactions of conferences and congresses and symposia will be acquired. Some specialized newspapers will also be purchased. Theses and dissertations will not ordinarily be acquired.

f. Date of Publication: Emphasis will be on materials published within the last ten years. Retrospective purchases will be made as needed, but with no preference of format. Older materials in the fields of textiles and clothing will be acquired very selectively.

g. Other General Considerations: Certain specialized areas of interest to Home Economics are mentioned in other subject statements: child development in Education and Psychology; personal finance in Business; and teacher education in Education.

Observations and Qualifications by Subject Subdivision:	Collecti Level
Personal Living and Family Relationships: Study of the development of personality and satisfactory interpersonal relationships with family members, and of basic standards and judgments involved in the establishment of a stable home and family life. Insights and considerations in the establishment and maintenance of a stable home and relationships through the family life cycle.	2
Child Development: Study of the normal growth and development of the pre-school child with special emphasis on his physical, mental, emotional and social needs. Also, consideration of effective ways for the home, school and community to work together to provide for the optimal development of the child.	2
Home Management: Study of effective home management concerning the identification and appreciation of values and goals of the individual and the family. Emphasis is on decision making and use of resources, involving the principles and procedures of managing energy, money and time. Emphasis is on consumer purchasing, consumer credit, protective agencies, consumer services, and the family as a center for consumer education.	2
Housing and Interior Design: Study of factors and problems involved in the choice of housing, evaluating dwelling unit types and house space in terms of the needs, values and goals of individuals and families. A study, too, of the furnishings in relation to family living with application of art principles to the selection of home furnishings and interior design.	2
Textiles and Clothing: Study of socio-psychological aspects, the history of textiles, textile science, design and marketing techniques. Emphasis is on the United States. Includes construction of clothing for the individual, involving problems of pattern and fabric selection, basic fitting and sewing techniques, also tailoring.	2
Nutrition: Study of basic nutrition and methods of implementing nutrition establishing favorable attitudes in food selection. A survey of nutrition services of city, state and national organizations and suggestions for the development of a community nutritional program, educational methods, etc. Included are methodology, nutritional disorders, foods, diets, and the institutional programs affecting nutrition.	2
Food Preparation and Meal Management: Study of the techniques required for acceptable food products and consideration of the consumer factors involved. Planning, preparing and serving attractive, nutritious meals for different occasions with emphasis on the management of the food budget, family nutritional requirements and efficient use of time, energy and skill.	2
Instititional Food Service: Understanding the organizational structure of food service departments in establishments. Evaluation of administration, personnel management and personal relations, as well as skill in preparing and serving a large quantity of food. Emphasis is on methods and procedures as they relate to inventories, budgets and purchasing. Develop understanding and skill in the operation, purchasing, maintenance, selection and sanitation of food service equipment. Placement and organization of equipment for maximum efficiency in energy and time management in the food service area.	2
Fashion Merchandising and Sales Technique: Producing, marketing and factors affecting consumer selection of fashion products. Operation of fashion merchandising.	2

INDUSTRIAL EDUCATION

Purpose: To support study and teaching through the undergraduate level in the areas of industrial arts, industrial technology and building and construction technology.

General Collection Guidelines:

a. Languages: English will be the language of collection. Works originally published in other languages will be purchased only in the English translation.

b. Chronological Guidelines: Interest is primarily in the twentieth century, with emphasis on the past ten years.

c. Geographical Guidelines: Not applicable.

d. Treatment of Subject: Popular works and textbooks will be purchased selectively.

e. Types of Materials: Most materials acquired will be in the form of books and periodicals. Some pamphlets may be acquired, as well as charts, plans and diagrams. Audio-visual material may be acquired.

f. Date of Publication: Primarily the past ten years, although some earlier publicatins may be sought. No preference will be given to original editions over reprints.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Crafts:	
Indian Arts and Crafts: Teaches techniques and skills involved in the making of these crafts; encourages individual research in the crafts of a particular tribe.	2
Art Metal: Supplements the work in Art.	1
Upholstery: Processes and fundamentals of the work.	2
Primary and Intermediate Crafts: Study of methods and processes for the elementary teacher.	2
Drafting and Design:	
Drafting: Machine, architectural, pipe, structural, and technical drafting. STudy of the principles of house planning and general construction. Drafting applied to industry and machinery. Emphasis on detailing.	2
Landscape Architecture: Study of techniques of planning and design, relating to residential, business and industrial developments.	2
Industrial and Electrical Systems Design: Study of functional, visual and material requirements of industrial products. Local, State and Federal codes. Includes some electtical theory. Study of pictorial and schematic diagrams relating to electronic devices and the rendering of photodrafting techniques.	2
Descriptive Geometry: Study of practical applications of principles involved.	1

Electricity-Electronics:

Circuit Analysis: D. C. and A.C network theorems, etc. 2

Industrial Electrical Systems: Electrical planning, wiring troubleshooting and a survey of control devices. 2

General Industrial Arts:

Power Mechanics: Study of gasolineengines, electric motors, etc. 2

Care and Installation of Equipment: Selection, installation and care of shop machinery and tools, repairing, sharpening, etc. 2

Graphic Arts:

Typography: Kinds and size of type, methods and machines. 2

Practical Printing: Press practice, layout and design, stripping and platemaking, process camera procedures, management, cost and estimating. 2

Bookbinding: Methods and practice in binding operations and various types of binding. 2

Industrial Arts Education:

Organizaion and Administration of Industrial Arts: School shop principles 2

Methods and Techniques of Teaching Industrial Arts: 2

History and Philosophy of Industrial Education: Study of industrial arts and education in the United States and in Europe. 2

Industrial Technology:

Industrial Problems: Studies designed to meet individual student needs in the subject. 1

Plastics:

General Plastics: Introduction to plastics and the plastics industry. 2

Industrial Plastics: Methods and techniques used in working with the various types of plastics. 2

Metalwork:

General Metalwork: Study of metals and their uses, use of metal tools,etc. 2

Welding: Oxy-Acetylene welding, arc welding and treatment of both ferrous and non-ferrous metals. 2

Torch Sculpting: Includes design and construction in both ferrous and non-ferrous metals. 2

Metallurgy and Heat Treatment: Study of metals and their alloys, heat treating techniques, tempering, special hardening processes, etc. 2

Machine Shop Practice: General machine shop practice, use of bench tools, engine lathe and other tools, machines and equipment. 2

Foundry Technique: Pattern making, study of modern practices and testing, quality control, etc. 2

Precision Machines: Lathe techniques, grinders, control devices, etc. 2

Woodwork:

General Bench Woodworking: Introduction to woodworking. 1

Woodworking Machinery: Use of power and woodworking machines in construction. 1

Cabinetry: Modern methods of furniture construction and cabinetry. 2

Industrial Woods: Study of woods, methods of joinery, etc. 2

Building Construction and Carpentry: Estimating supplies, practice in the use of tools, materials, methods and equipment used, finishes, etc. 2

SPECIAL COLLECTIONS AND RECORDS MANAGEMENT DEPARTMENT

Purpose: To support Oklahoma and Oklahoma Indian historical studies by collecting, preserving and servicing historical materials relating to the development of Oklahoma and its surrounding states, as well as the history of those Indian tribes settled in Eastern Oklahoma, especially the history of the Cherokees; and to provide information on Oklahoma and Indian subjects for the general public. Also, to support present and future University teaching, research and publications through the graduate level. The Special Collections will collect as exhaustively as possible all library materials, both print and pictorial, related to the subjects mentioned above or which were written by North American Indian authors.

The Records Management Department, serving as the official archive of Northeastern Oklahoma State University, collects all of the University publications, both official and unofficial.

The primary users of the Special Collections and Records Management Department are the University students, research staff and faculty. Other users are the academic community of other institutions of the area and the general public.

General Collection Guidelines:

a. Languages: English is the primary language of the collection. The Cherokee language is given high priority, and those of other Indian tribes settled in eastern Oklahoma are included. When material in an Indian language is available, also, in English translation, both the original and the translation are acquired. Other non-English writings on pertinent subjects are purchased in the English translation only.

b. Chronological Guidelines: No limitations. Emphasis on nineteenth and twentieth centuries.

c. Geographical Guidelines: Books treating some aspect of Oklahoma or Oklahoma Indians, books produced or published in Oklahoma or bordering states, books written by Oklahoma or North American Indian authors, and particular copies of books owned by famous Oklahomans or Indians.

   Rare materials imprinted in or dealing with states bordering Oklahoma or in the original homelands of Indians of eastern Oklahoma.

d. Treatment of Subject: Few materials are excluded on the basis of treatment or subject. Popular level works and juvenile works are ordinarily limited to those actually dealing with Oklahoma or Oklahoma Indian tribes. Textbooks are purchased only if they specifically concern Oklahoma.

e. Types of Material: No limitation as long as the material relates to the broad spectrum of Oklahoma studies. Most material acquired for the Special Collections is in the form of books and serials, including Oklahoma state and local government documents, relevant federal documents, broadsides, maps, newspapers and various types of ephemera. Manuscripts, photographs and all audio-visual material dealing with the subjects are extensively collected.

   Reference materials concerning Oklahoma, the Southwest, or the North American Indian will be purchased in every edition. Proceedings of national meetings held in Oklahoma will be purchased only when the meetings were held at Northeastern Oklahoma State University or the material has specific relevance to Oklahoma or to the North American Indians.

f. Date of Publication: Both current and retrospective purchases are made, including original printings and editions when available. Photocopies of items are purchased when the originals are either unavailable or prohibitively expensive. Paperback reprints of popular works are not ordinarily purchased. Most current books are purchased in two copies, one to serve as a circulating copy and the other to be preserved by limited access in the Special Collections.

g. Other General Considerations: The Records Management Department attempts to acquire and preserve all the records of the University, including the official publications of the University and such unpublished materials as the minutes of the meetings of the Board of Regents of Oklahoma Universities and the official office records and minutes of all committees that function on the campus of the University, also the NEOSU photographic laboratory prints.